

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MICHIGAN

United States of America,

Plaintiff,

v.

Case No. 2:19-cr-20793-GAD-APP  
Hon. Gershwin A. Drain

Keith Edward-Gerald Dotson,

Defendant(s),

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**NOTICE TO APPEAR BY VIDEO CONFERENCE**

PLEASE TAKE NOTICE that a video conference has been scheduled before District Judge Gershwin A. Drain as follows:

Government attorney(s) are hereby notified to participate as well as the defense attorney(s) for: Keith Edward-Gerald Dotson

- STATUS CONFERENCE: September 30, 2020 at 10:00 AM

The Court will host the conference. The connection information is listed below:

**ZOOM** <https://www.zoomgov.com/j/1605236324?pwd=MjFRa3R1WXJURGdIMDRWMWV2T1BnUT09>  
**WEBINAR:** Passcode: 092581 Or iPhone one-tap : US: +16692545252,,1605236324# or  
+16468287666,,1605236324#

Attorneys must review and comply with the attached Zoom Video Conference Policies and Guidelines.

The public may request access to in-court proceedings by visiting the Court's website:  
<http://www.mied.uscourts.gov>

**Certificate of Service**

I hereby certify that this Notice was electronically filed, and the parties and/or counsel of record were served.

By: s/T McGovern  
Case Manager

Dated: September 25, 2020

## **ZOOM VIDEO CONFERENCE POLICIES AND GUIDELINES**

### **General Court Policies:**

- All in-court proceedings will be considered the same as if held in the courtroom and an official record will be made. Appropriate attire is required.
- The judge has authority over the proceeding and participants as if they were physically present in chambers or the courtroom.
- The judge may terminate the proceeding if the video conference experience is not acceptable.
- Appropriate conduct is required. Be courteous and patient.
- For in-chambers conferences, an official record will not be made, unless the judge determines one is necessary. Connection information may not be forwarded, distributed or shared with non-parties without the Court's advance approval.
- Broadcasting, recording or photographing, including "screenshots" or other visual copying of a proceeding, is strictly prohibited.

### **Technical Responsibilities:**

- The court will not provide technical assistance for testing or troubleshooting equipment or connections, nor provide time during the proceeding to troubleshoot issues.
- Participants should take time prior to the proceeding to become familiar with Zoom. Directions, tutorials and support can be found at <https://zoom.us>. Devices and connections can be tested at <https://zoom.us/test>.
- Participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality connection.

### **Connecting to the Proceeding:**

- If a connection link has been provided, click the link to join (or copy and paste the link into a web browser). If prompted, download or launch Zoom and join with video and audio.
- Alternatively, visit <https://zoom.us/join> from a computer and enter the Meeting or Webinar ID. If prompted, download or launch Zoom and join with video and audio.
- For Apple/Android tablets and phones, install the Zoom App from the Apple or Android Store prior to the proceeding. Launch the Zoom App and join using the Meeting or Webinar ID.

### **Best Practices:**

- Use your full name in the display of the video window.
- Mute sound when not speaking to eliminate background noise.
- Unmute only when necessary to speak. Press the space bar to temporarily unmute.
- Avoid rustling papers and other extraneous noises.
- Speak one at a time.
- Spell proper names.
- Position the camera at eye level or slightly above eye level.
- Remember to look directly at the camera, not at the screen.
- Be mindful of what is behind you. Choose a solid neutral wall, if possible.
- Have proper lighting, ideally where light is directly on your face.